

# DDA PROVIDER LEADERSHIP MEETING

July 27, 2023

Operations



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**LIFE. YOUR WAY.**

# HUMAN CARE AGREEMENT (HCA) RENEWALS



Providers in their final option period should be aware that their HCA is non-renewable and will end at the conclusion of the option year four term.

The Provider Relations Unit (PRU) highly recommends that you apply to the vocational services solicitation 90 days before the expiration of your last option year. The Office of Contracts and Procurement (OCP) sends out invitations well in advance to those pending expirations, and PRU encourages those providers to respond to the VR Solicitation that opens on the 1st of every month and closes on the 25th.

To avoid delays with issuing your new HCA, providers should ensure they can meet the pre-requisite compliance requirements set forth by OCP which include the following :

- **Tax Compliance** – For Contract/HCAs exceeding \$100,000, providers must show proof that their taxes are current and that, if in arrears, an approved payment schedule exists. Providers are instructed to obtain the **Clean Hands** through the [mytax.dc.gov](https://mytax.dc.gov) web portal.
- **Certificate of Insurance (COI)** – Evidence of the coverage is mandatory prior to commencing performance under its contract. Contractors are required to obtain and maintain the required coverage, during the entire period of performance under its contract. Insurance requirements and minimum coverages can be found by clicking this link. [Insurance requirements](#)
- **Valid Business License** - Must be in compliance with business and corporate license requirements.
- **Bidder Offeror Certification** – Complete the Bidder Offeror Certification Form in its entirety. [Bidder Offeror Form](#)

# HCA OPTION RENEWALS



Providers are required to submit to the Office of Contracting and Procurement for the total duration of their HCA, and before work commences.

- **Tax Compliance** – Providers must show proof that their taxes are current and that, if in arrears, an approved payment schedule exists. Providers are instructed to obtain the **Clean Hands** through the [mytax.dc.gov](https://mytax.dc.gov) web portal.
  - **\*\*Not meeting tax compliance may prohibit you from obtaining your option renewal\*\***
- **Valid Business License** - Must comply with business and corporate license requirements.
- **Certificate of Insurance (COI)** – Evidence of coverage is mandatory, and Providers are required to obtain and maintain the required coverage, during the entire period of performance under its HCA. Insurance requirements and minimum coverages can be found in your executed HCA under section 1.8 Insurance or by clicking this link. [Insurance requirements](#)
  - **\*\*Not meeting the COI requirement in a timely manner may result in being placed on the Do Not Refer List (DNR) by DDS Quality Assurance and Performance Management Administration (QAPMA)\*\***

OCP sends out preliminary notices to all providers before their option renewal; please respond timely and adhere to the policy requirement for a seamless process.

More information and access to links can be found by visiting <https://ocp.dc.gov>

# CLOSING OUT FISCAL YEAR

## FY23 Closeout



The District of Columbia Government fiscal year closes for all FY 2023 activity on **September 30, 2023**, which covers the period of October 1, 2022, through September 30, 2023.

DDS providers must submit all outstanding invoices through July by **August 10, 2023**. Providers are encouraged to send billing projections to their assigned Contract Administrator (CA) for August and September 2023 billing. Please review your purchase orders (PO) against your billing projections to ensure your PO is sufficiently funded prior to year-end close. If your projections exceed the available funds on your PO, please alert your CA immediately so adjustments can be made to your PO.

**\*\*No changes can be made to your FY23 PO after the fiscal year closes\*\***

### **PASS SHUTS DOWN September 30, 2023 – NO FURTHER ACTIONS**

- REOPENS on October 1, 2023 for new FY24 PO's only, and
- The submission of September invoices via E-Portal accepted 10/1/23 through 10/10/23 only.

### **By October 15, 2023**

- Last day to submit September 1-31, 2023, invoices via the e-portal

# CONTACT US

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